



**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

**SIN 132-51 / 132-51-STLOC / 132-51RC - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or  
Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

**Sapphire Technologies**  
**8000 Towers Crescent Drive, Suite 1125**  
**Vienna, VA 22182**  
**Phone: (703) 917-8800**  
**Fax: (703) 917-9363**  
[www.sapphire.com](http://www.sapphire.com)

**Business Size/Status: Large**  
**Contract Number: GS-35F-0060V**  
**Period Covered by Contract: 11/5/2008 - 11/4/2013**

**GENERAL SERVICES ADMINISTRATION**  
**FEDERAL ACQUISITION SERVICE**

**Pricelist current through Modification #FX65 dated 11/26/2008.**

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION**

**CONTRACTOR'S ORDERING ADDRESS:**

Sapphire Technologies

Erick Zohn / GSA Orders

8000 Towers Crescent Drive, Suite 1125

Vienna, VA 22182

**CONTRACTOR'S PAYMENT ADDRESS:**

Sapphire Technologies

Attn: Cash Department / GSA Orders

8000 Towers Crescent Drive, Suite 1125

Vienna, VA 22182

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards **will not** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Erick Zohn, (703) 917-8800

**3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279**

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number - **138258038**  
Block 30: Type of Contractor - **C. Large Business**  
Block 31: Woman-Owned Small Business – **No**  
Block 36: Contractor's Taxpayer Identification Number (TIN) - **47-0898957**

4a. CAGE Code: **4GQC4**

4b. Contractor **has** registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51 / 132-51STLOC / 132-51RC	To be negotiated with ordering agency

SPECIAL ITEM NUMBER	EXPEDITED DELIVERY TIME (Days ARO)
132-51 / 132-51STLOC / 132-51RC	To be negotiated with ordering agency

SPECIAL ITEM NUMBER	OVERNIGHT & 2- DAY DELIVERY TIME (Days ARO)
132-51 / 132-51STLOC / 132-51RC	To be negotiated with ordering agency

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS**

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: **0% - 30 days** from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity: **None**
- c. Dollar Volume: **None**
- d. Government Educational Institutions: **Offered the same discounts as all other Government customers**
- e. Other: **None**

**8. TRADE AGREEMENTS ACT OF 1979, as amended**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING**

**Not Applicable**

## **10. SMALL REQUIREMENTS**

The minimum dollar value of orders to be issued is **\$100.00**.

## **11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item No. 132-51 / 132-51STLOC/ 132-51RC - Information Technology Professional Services

## **12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

## **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**

ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

## **14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

#### **16. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov> .

#### **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## **19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

### **Not Applicable**

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 / 132-8STLOC / 132-8RC.

## **23. SECTION 508 COMPLIANCE**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: [www.sapphire.com](http://www.sapphire.com)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

## **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

## **25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.



**26. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51 / 132-51STLOC / 132-51RC)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 / 132-51STLOC /132-51RC Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

## **9. INDEPENDENT CONTRACTOR**

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

## **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

## **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## **16. DESCRIPTION OF IT SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of IT/EC Service offered under Special Item Numbers 132-51 / 132-51STLOC / 132-51RC. IT Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

Please refer to the information provided on page #16.

**USA COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

**PREAMBLE**

Sapphire Technologies provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact

**Erick Zohn, Branch Manager**

**Phone: (703) 917-8800**

**E-mail: [erick.zohn@sapphire.com](mailto:erick.zohn@sapphire.com)**

**Fax: (703) 917-9363**

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Sapphire Technologies enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-35F-0060V.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-0060V, Blanket Purchase Agreements, Sapphire Technologies agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER

\*SPECIAL BPA DISCOUNT/PRICE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULES / DATES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.



## GSA LABOR CATEGORY DESCRIPTIONS

### Commercial Job Title: Project Manager V

**Minimum/General Experience:** 10 years

**Functional Responsibility:**

Leads or performs management functions for information technology projects. Displays expert technical understanding of projects, cost schedule controls and reporting, information tools and management processes. Responsible for management of all aspects of projects, both technically and administratively, including: creation of work plans and management of implementation of client data services, scope of client deliverables, and creating statements of work, also measures and monitors progress to ensure that a project is delivered on time, within budget, and meets or exceeds expectations. Also responsible for communication with management concerning overall support operations, scheduling, work assignments, staffing, progress reporting, security, overall quality assurance and timeliness of all deliverables and support functions.

**Minimum Education:** B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

### Commercial Job Title: Project Manager IV

**Minimum/General Experience:** 8 years

**Functional Responsibility:**

Leads or performs management functions for information technology projects. Displays expert technical understanding of projects, cost schedule controls and reporting, information tools and management processes. Responsible for management of all aspects of projects, both technically and administratively. Also responsible for communication with management concerning overall support operations, scheduling, work assignments, staffing, progress reporting, security, overall quality assurance and timeliness of all deliverables and support functions.

**Minimum Education:** B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

### Commercial Job Title: Project Manager III

**Minimum/General Experience:** 6 years

**Functional Responsibility:**

Leads or performs management functions for information technology projects. Displays technical understanding of projects, cost schedule controls and reporting, information tools and management processes. Responsible for management of all aspects of projects, both technically and administratively. Also responsible for communication with management concerning overall support operations, scheduling, work assignments, progress reporting, overall quality assurance and timeliness of all deliverables.

**Minimum Education:** B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

### Commercial Job Title: Project Manager II

**Minimum/General Experience:** 4 years

**Functional Responsibility:**

Leads information technology projects. Displays technical understanding of projects, cost schedule controls and reporting, information tools and management processes. Responsible for management of all aspects of projects, both technically and administratively. Also responsible for communication with management concerning overall support operations, scheduling, work assignments, and progress reporting.

**Minimum Education:** B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Project Manager I</b>
<b>Minimum/General Experience:</b> 2 years
<b>Functional Responsibility:</b> Leads information technology projects. Displays technical understanding of projects, cost schedule controls and reporting, information tools and management processes. Responsible for management of all aspects of projects, both technically and administratively.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Business Analyst II</b>
<b>Minimum/General Experience:</b> 4 years
<b>Functional Responsibility:</b> Leads the analysis of business systems and processes. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements. Recommends procedures, policies, technologies, software products, and custom systems that will help the organization achieve its goals.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Business Analyst I</b>
<b>Minimum/General Experience:</b> 2 years
<b>Functional Responsibility:</b> Analyses business systems and processes. Formulates and defines systems scope and objectives based on both user needs and a thorough understanding of business systems and industry requirements.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Database Administrator II</b>
<b>Minimum/General Experience:</b> 6 years
<b>Functional Responsibility:</b> Applies strong business skills and consulting methodologies to collect and analyze data. Responsible for leading the design, development and implementation of solutions architecture at a high level to meet the user's business needs. Exhibits a deep understanding of the industry and a broad knowledge of all service offerings within a practice area. Provides leadership and guidance to lower level employees.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Database Administrator I</b>
<b>Minimum/General Experience:</b> 4 years
<b>Functional Responsibility:</b> Applies strong business skills and consulting methodologies to collect and analyze data. Assist in the design, development and implementation of solutions architecture to meet the user's business needs. Exhibits an understanding of the industry and a broad knowledge of all service offerings within a practice area.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Network Engineer IV</b>
<b>Minimum/General Experience:</b> 6 years
<b>Functional Responsibility:</b> Leads the design, development, and implementation of technical solution architectures at a high level to meet client requirements. Experienced with requirements identification, cost analysis, risk analysis and management, configuration management, technical project management, quality control, and business proposals. Proficient with computer networking, server farm management, network and OS protocols, Microsoft operating systems, web site management, hardware and software inventory, systems programming using Microsoft Visual Studio products, database management systems, and network monitoring and analysis. Provides leadership and guidance to lower level employees.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Network Engineer III</b>
<b>Minimum/General Experience:</b> 4 years
<b>Functional Responsibility:</b> Responsible for leading the design, development, and implementation of technical solution architectures at a high level to meet client requirements. Experienced with requirements identification, risk analysis and management, configuration management, and technical project management,. Proficient with computer networking, server farm management, network and OS protocols, Microsoft operating systems, web site management, hardware and software inventory, systems programming using Microsoft Visual Studio products, database management systems, and network monitoring and analysis. Provides leadership and guidance to lower level employees.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Network Engineer II</b>
<b>Minimum/General Experience:</b> 2 years
<b>Functional Responsibility:</b> Responsible for the development, and implementation of technical solution architectures to meet client requirements. Some experience with requirements identification, configuration management, and technical project management. Proficient with computer networking, server farm management, network and OS protocols, Microsoft operating systems, web site management, hardware and software inventory, systems programming using Microsoft Visual Studio products, database management systems, and network monitoring and analysis.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Network Engineer I</b>
<b>Minimum/General Experience:</b> 0 years
<b>Functional Responsibility:</b> Assists in the design, development, and implementation of technical solution architectures to meet client requirements. Some experience with requirements identification, and configuration management,. Proficient with computer networking, server farm management, network and OS protocols, Microsoft operating systems, web site management, hardware and software inventory, systems programming using Microsoft Visual Studio products, database management systems, and network monitoring and analysis.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Sr. Systems Administrator II</b>
<b>Minimum/General Experience:</b> 10 years
<b>Functional Responsibility:</b> <p>Specifies, designs, configures, deploys, monitors and troubleshoots complex host computer systems/devices. Leverages significant and detailed expertise in operating systems to analyze current operating parameters, compare them against requirements, and execute system changes. Develops custom techniques or utilities in support of such efforts. Reconfigures system software to improve performance and service to system users.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Systems Administrator III</b>
<b>Minimum/General Experience:</b> 6 years
<b>Functional Responsibility:</b> <p>Designs, configures, deploys, monitors and troubleshoots complex host computer systems/devices. Leverages significant and detailed expertise in operating systems to analyze current operating parameters, compare them against requirements, and execute system changes. May develop custom techniques or utilities in support of such efforts. Reconfigures system software to improve performance and service to system users.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Systems Administrator II</b>
<b>Minimum/General Experience:</b> 4 years
<b>Functional Responsibility:</b> <p>Designs, configures, deploys, monitors and troubleshoots complex host computer systems/devices. Analyses current operating parameters, compare them against requirements, and execute system changes. May develop custom techniques or utilities in support of such efforts. Also maintains documentation of hardware and software; performs system backups and data restorations; ensures availability of all systems during business hours.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Systems Administrator I</b>
<b>Minimum/General Experience:</b> 2 years
<b>Functional Responsibility:</b> <p>Monitors and troubleshoots complex host computer systems/devices. Reconfigures system software to improve performance and service to system users as directed. Also maintains documentation of hardware and software; performs system backups and data restorations; ensures availability of all systems during business hours.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Jr. Systems Administrator I</b>
<b>Minimum/General Experience:</b> 0 years
<b>Functional Responsibility:</b> <p>Deploys, monitors and troubleshoots host computer systems/devices as directed. Analyzes current operating parameters, compares them against requirements, and executes system changes. Reconfigures system software to improve performance and service to system users as directed.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Database Developer IV</b>
<b>Minimum/General Experience:</b> 8 years
<b>Functional Responsibility:</b> <p>Serves as the lead developer on database and application development project teams. Participates in the customer requirement definition phase, provides design recommendations, and conducts the database application development. Evaluates design and implementation of existing database and application systems to ensure optimal efficiency and performance of deployed systems. Participates in project test activities as required. Works with key team members to gather requirements, design and implement applications in alignment with project schedule. Incorporates best practices, standards and processes to provide timely, technically sound recommendations that meet customer requirements.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Database Developer III</b>
<b>Minimum/General Experience:</b> 6 years
<b>Functional Responsibility:</b> <p>Performs systems and data analysis necessary to design and implement logical and physical data models. Creates and develops functional specifications for database design and development. Provides technical expertise to assist with query development and identify opportunities to improve query performance. Provides technical support to application/reporting development teams in a timely fashion.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Database Developer II</b>
<b>Minimum/General Experience:</b> 4 years
<b>Functional Responsibility:</b> <p>Performs systems and data analysis necessary to design and implement logical and physical data models. Assists in the creation and development of functional specifications for database design and development. Provides technical support to assist with query development and identify opportunities to improve query performance.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Database Developer I</b>
<b>Minimum/General Experience:</b> 2 years
<b>Functional Responsibility:</b> <p>Assists with systems and data analysis necessary to design and implement logical and physical data models. Helps develop functional specifications for database design and development. Assists with query development and identifying opportunities to improve query performance.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Systems Engineer IV</b>
<b>Minimum/General Experience:</b> 10 years
<b>Functional Responsibility:</b> <p>Analyzes information requirements and completes configuration and implementation processes on complex operating systems. May participate in the development of system specifications. Identifies, documents and validates input/output processes and resolves system deficiencies. Determines hardware/software compatibility. Develops and applies methods, theories and research techniques in the investigation and solution of advanced system requirements and problems. Also leads the decision making process related to future technical issues and long-term technical direction. Provides leadership and guidance to lower level employees.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Systems Engineer III</b>
<b>Minimum/General Experience:</b> 8 years
<b>Functional Responsibility:</b> <p>Analyzes information requirements and completes configuration and implementation processes on complex operating systems. May participate in the development of system specifications. Identifies, documents and validates input/output processes and resolves system deficiencies. Determines hardware/software compatibility. Develops and applies methods, theories and research techniques in the investigation and solution of advanced system requirements and problems. Provides leadership and guidance to lower level employees.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Systems Engineer II</b>
<b>Minimum/General Experience:</b> 6 years
<b>Functional Responsibility:</b> <p>Analyzes information requirements and assists in configuration and implementation processes on complex operating systems. Identifies, documents and validates input/output processes and resolves system deficiencies. Determines hardware/software compatibility. Develops and applies methods, theories and research techniques in the investigation and solution of advanced system requirements and problems as directed.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Systems Engineer I</b>
<b>Minimum/General Experience:</b> 4 years
<b>Functional Responsibility:</b> <p>Analyzes information requirements and assists in configuration and implementation processes on complex operating systems. Documents input/output processes. Reviews hardware/software compatibility. Applies methods, theories and research techniques in the investigation and solution of advanced system requirements and problems. Requires some supervision.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Software Engineer I</b>
<b>Minimum/General Experience:</b> 4 years
<b>Functional Responsibility:</b> Develops or modifies computer software within a wide range of capabilities, including engineering, business and records management functions. Develops software requirements, specifications and documentation. Writes functional specifications. Monitors systems, making recommendations for improved performance and service to application users. Resolves program and system problems through various debugging techniques. Prepares unit and test scripts.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: QA Analyst IV</b>
<b>Minimum/General Experience:</b> 8 years
<b>Functional Responsibility:</b> Carries out procedures to ensure that all information systems, products and services meet minimum organization standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents and works to resolve all problems. Analyzes test data obtained to determine that the test accomplished specified requirements. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs workflow analysis and recommends quality improvements. Communicates risks, milestones and QA progress to upper management. Reviews and ensures completeness of all QA documentation for assigned projects.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: QA Analyst III</b>
<b>Minimum/General Experience:</b> 6 years
<b>Functional Responsibility:</b> Carries out procedures to ensure that all information systems, products and services meet minimum organization standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents and works to resolve all problems. Analyzes test data obtained to determine that the test accomplished specified requirements. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Performs workflow analysis and recommends quality improvements.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: QA Analyst I</b>
<b>Minimum/General Experience:</b> 2 years
<b>Functional Responsibility:</b> Carries out procedures to ensure that all information systems, products and services meet minimum organization standards and end-user requirements. Thoroughly tests software to ensure proper operation and freedom from defects. Documents and works with management to resolve all problems. Analyzes test data obtained to determine that the test accomplished specified requirements. Reports progress on problem resolution to management. Performs workflow analysis for review by management.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Software Developer V</b>
<b>Minimum/General Experience:</b> 10 years
<b>Functional Responsibility:</b> <p>Translates business requirements into technical design, through implementation and deployment. Well versed in all phases of the system development cycle. Responsibilities include: developing software applications and back end development of database, communication servers, and email using open sources or commercial tools. Experience with web development Java/J2EE, Enterprise Java Beans (EJB): Websphere, and .NET. Manages time effectively including estimation of efforts needed to complete defined tasks on schedules.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Software Developer IV</b>
<b>Minimum/General Experience:</b> 8 years
<b>Functional Responsibility:</b> <p>Develops software applications and back end development of database, communication servers, and email using open sources or commercial tools. Also responsible for gathering user requirements, analysis, design, coding and testing, production deployment, and maintenance. Experienced with web development Java/J2EE, Enterprise Java Beans (EJB): Websphere, and .NET. Serves as project lead as assigned.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Software Developer III</b>
<b>Minimum/General Experience:</b> 6 years
<b>Functional Responsibility:</b> <p>Develops software applications and back end development of database, communication servers, and email using open sources or commercial tools. Experienced with web development Java/J2EE, Enterprise Java Beans (EJB): Websphere, and .NET. An aptitude to learn new technical skills and acquire knowledge quickly is a must. Also provides leadership and guidance to lower level employees.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Software Developer II</b>
<b>Minimum/General Experience:</b> 4 years
<b>Functional Responsibility:</b> <p>Assists in the development of software applications and back end development of database, communication servers, and email using open sources or commercial tools. Has some experience with web development Java/J2EE, Enterprise Java Beans (EJB): Websphere, and .NET. Requires minimal supervision.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field



<b>Commercial Job Title: Software Developer I</b>
<b>Minimum/General Experience:</b> 2 years
<b>Functional Responsibility:</b> Assists in the development of software applications and back end development of database, communication servers, and email using open sources or commercial tools. Has some experience with web development Java/J2EE, Enterprise Java Beans (EJB): Websphere, and .NET.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Web Developer IV</b>
<b>Minimum/General Experience:</b> 8 years
<b>Functional Responsibility:</b> Provides conceptual design of specific sites/portals. Uses standard HTML tools as well as design applications. Daily responsibilities include updating web-site content, checking for broken links, working with the various departments to help bring their ideas to the web. Develops and produces web-based interfaces (conception, design, development, documentation and implementation of internet-based applications). Designs, codes and tests software. Implements configuration changes to packaged software applications. Documents and assists in defining the functional and technical requirements of web-based applications, as well as, application maintenance and trouble shooting. Provides leadership and guidance to lower level employees.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Web Developer III</b>
<b>Minimum/General Experience:</b> 6 years
<b>Functional Responsibility:</b> Provides conceptual design of specific sites/portals. Uses standard HTML tools as well as design applications. Daily responsibilities include updating web-site content, checking for broken links, working with the various departments to help bring their ideas to the web. Develops and produces web-based interfaces (conception, design, development, documentation and implementation of internet-based applications). Designs, codes and tests software. Implements configuration changes to packaged software applications. Documents and assists in defining the functional and technical requirements of web-based applications, as well as, application maintenance and trouble shooting.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Web Developer II</b>
<b>Minimum/General Experience:</b> 4 years
<b>Functional Responsibility:</b> Using standard HTML tools as well as design applications, daily responsibilities include updating web-site content, checking for broken links, working with the various departments to help bring their ideas to the web. Produces web-based interfaces (development, documentation and implementation of internet-based applications). Codes and tests software. Documents and assists in defining the functional and technical requirements of web-based applications, as well as, application maintenance and trouble shooting.
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Web Developer I</b>
<b>Minimum/General Experience:</b> 2 years
<b>Functional Responsibility:</b> <p>Using standard HTML tools as well as design applications, daily responsibilities include updating web-site content, checking for broken links. Produces web-based interfaces (implementation of internet-based applications). Codes and tests software. Implements configuration changes to packaged software applications. Assists in defining the functional and technical requirements of web-based applications, as well as, application maintenance and trouble shooting.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Security Analyst I</b>
<b>Minimum/General Experience:</b> 1 year
<b>Functional Responsibility:</b> <p>Displays specialized knowledge in various aspects of network security. Interfaces with information security community to maintain awareness of the latest technologies required to protect information. Performs risk analyses and risk assessments. Designs secure access controls for various customer requirements. Incorporates knowledge into virus detection, notification, correction and prevention. Analyzes and develops and maintains security strategies, tactics, policies and procedures. Organizes, develops, implements and possibly supervises audits to ensure that systems are being operated securely and that information security policies and procedures are being implemented as defined in security plans. Conducts investigations of computer security violations and incidents, reporting as necessary to management.</p>
<b>Minimum Education:</b> B.A., B.S. or Certification (Microsoft, Cisco, Sun, etc.) in an IT related field

<b>Commercial Job Title: Help Desk Support V</b>
<b>Minimum/General Experience:</b> 8 years
<b>Functional Responsibility:</b> <p>Provides phone and in-person support to users in the areas of e-mail, file management, and standard Windows desktop applications. Serves as the initial point of contact for troubleshooting network applications and PC hardware and software and printer problems. Also responsible for set up and installation of workstations and laptops, printer configuration and troubleshooting, upgrading and configuring Windows software, monitoring Windows servers and backups, and documenting hardware and software configurations. This individual will be able to provide leadership to lower level employees.</p>
<b>Minimum Education:</b> High School Diploma

<b>Commercial Job Title: Help Desk Support IV</b>
<b>Minimum/General Experience:</b> 6 years
<b>Functional Responsibility:</b> <p>Provides phone and in-person support to users in the areas of e-mail, file management, and standard Windows desktop applications. Responsible for set up and installation of workstations and laptops, printer configuration and troubleshooting, upgrading and configuring Windows software, monitoring Windows servers and backups, and documenting hardware and software configurations. Also responsible for training users in the use of PC software. This individual will be able to provide leadership to lower level employees.</p>
<b>Minimum Education:</b> High School Diploma

<b>Commercial Job Title: Help Desk Support III</b>
<b>Minimum/General Experience:</b> 4 years
<b>Functional Responsibility:</b> Provides phone and in-person support to users in the areas of e-mail, file management, and standard Windows desktop applications. Serves as the initial point of contact for troubleshooting network applications and PC hardware and software and printer problems. Also responsible for set up and installation of workstations and laptops, printer configuration and troubleshooting, upgrading and configuring Windows software, monitoring Windows servers and backups.
<b>Minimum Education:</b> High School Diploma

<b>Commercial Job Title: Help Desk Support II</b>
<b>Minimum/General Experience:</b> 2 years
<b>Functional Responsibility:</b> Provides phone and in-person support to users in the areas of e-mail, file management, and standard Windows desktop applications. Serves as the initial point of contact for troubleshooting network applications and PC hardware and software and printer problems. Also responsible for set up and installation of workstations and laptops, printer configuration and troubleshooting.
<b>Minimum Education:</b> High School Diploma

<b>Commercial Job Title: Help Desk Support I</b>
<b>Minimum/General Experience:</b> 0 years
<b>Functional Responsibility:</b> Provides phone and in-person support to users in the areas of e-mail, file management, and standard Windows desktop applications. Serves as the initial point of contact for troubleshooting network applications and PC hardware and software and printer problems.
<b>Minimum Education:</b> High School Diploma

<b>Commercial Job Title: Technical Writer III</b>
<b>Minimum/General Experience:</b> 6 years
<b>Functional Responsibility:</b> Using guidelines such as program objectives and identified audience needs, researches, writes, edits and designs a variety of technical and project specific material using key-to-disk technology. Researches appropriate subject-matter literature, and proofs copies of regulation/guideline manuals for accuracy of interpretation and grammar. Provides documentation estimates for development projects. Interview programmers and other subject matter experts. Reviews the work of peers to ensure documents are clearly written.
<b>Minimum Education:</b> B.A. or B.S. in an IT related field

<b>Commercial Job Title: Technical Writer I</b>
<b>Minimum/General Experience:</b> 2 years
<b>Functional Responsibility:</b> Using guidelines such as program objectives and identified audience needs, researches, writes, edits and designs a variety of technical and project specific material using key-to-disk technology. Researches appropriate subject-matter literature, and proof ready copy of regulation/guideline manuals for accuracy of interpretation and grammar.
<b>Minimum Education:</b> B.A. or B.S. in an IT related field

<b>Commercial Job Title: Instructor/Trainer</b>
<b>Minimum/General Experience:</b> 2 years
<b>Functional Responsibility:</b> Designs, develops and conducts training and education programs for information systems or user personnel.
<b>Minimum Education:</b> B.A. or B.S. in an IT related field

<b>Commercial Job Title: Administrative Coordinator</b>
<b>Minimum/General Experience:</b> 1 year
<b>Functional Responsibility:</b> Assists in the preparation of management plans and reports. Coordinates schedules for the completion of task order deliverables, task order in process reviews, briefings/presentations, and delivery of components/materials. Analyzes, develops, and previews task operating procedures.
<b>Minimum Education:</b> High School Diploma

**GSA LABOR RATES – SIN(S) 132-51 / 132-51STLOC / 132-51RC**

<b>GSA Labor Category</b>	<b>GSA Rate Incl IFF</b>
Project Manager V	\$97.73
Project Manager IV	\$83.07
Project Manager III	\$73.30
Project Manager III	\$63.53
Project Manager I	\$52.31
Business Analyst II	\$71.35
Business Analyst I	\$53.75
Database Administrator II	\$109.34
Database Administrator I	\$95.78
Network Engineer IV	\$83.06
Network Engineer III	\$68.41
Network Engineer II	\$50.82
Network Engineer I	\$34.21
Sr. Systems Administrator II	\$149.53
Systems Administrator III	\$112.63
Systems Administrator II	\$102.62
Systems Administrator I	\$87.79
Jr. Systems Administrator I	\$42.03
Database Developer IV	\$93.34
Database Developer III	\$85.03
Database Developer II	\$70.37
Database Developer I	\$60.08
Systems Engineer IV	\$97.73
Systems Engineer III	\$87.96
Systems Engineer II	\$78.19
Systems Engineer I	\$69.39
Software Engineer I	\$68.41
QA Analyst IV	\$81.61
QA Analyst III	\$74.28
QA Analyst I	\$53.75
Software Developer V	\$117.28
Software Developer IV	\$99.69
Software Developer III	\$90.89
Software Developer II	\$76.23
Software Developer I	\$59.70
Web Developer IV	\$90.47
Web Developer III	\$78.19
Web Developer II	\$66.46
Web Developer I	\$56.69
Security Analyst I	\$58.64
Help Desk Support V	\$63.53
Help Desk Support IV	\$53.75
Help Desk Support III	\$47.57
Help Desk Support II	\$39.09
Help Desk Support I	\$29.32
Technical Writer III	\$78.19
Technical Writer I	\$53.75
Instructor/Trainer	\$60.59
Administrative Coordinator	\$39.09